



ANNUAL RESIDENCY VERIFICATION **INSTRUCTION SHEET**

Laguna Beach Unified School District (LBUSD) may ONLY enroll students whose parent(s)/guardian(s) reside within school district boundaries (E.C. 48204). This process is provided to help us verify the location of your residence. In cases in which residency is in question, the District may conduct a residency investigation. Residency verification is a parent/guardian responsibility. **Evidence that false information was provided may result in the immediate withdrawal of the student from the school.**

Please provide **Proof of Residency** documentation and the **Annual Residency Verification Affidavit** form referenced below so that your student(s) may continue their enrollment in the LBUSD.

1. **Proof of Residency:** Please provide at least one document from the list below. Addresses on documents must be the residency property address. Post office boxes are not accepted.
 - Current copy of mortgage statement or property tax bill showing your name and residence property address.
 - Current copy of lease/rental agreement showing your name and residency property address with signatures of lessor and lessee. Names of all students enrolling in LBUSD school must be listed on lease/rental agreement. Note: If you are on a month-to-month lease/rental agreement, you will be asked to provide a current month's rental receipt or cancelled check.
 - Current copy of household utility bill (gas, electric, water, trash). Internet, cable or cell phone bills are not accepted.
 - If you are sharing a residence and the utilities are not in your name OR if you are a renter and the utilities are included in the rent, you must provide one of the following in your name with the residency address:
 - Current proof of residency from the Orange County Registrar of Voters
 - Current property tax or income tax documents (from IRS, State, and/or County Offices)
 - Current correspondence from other governmental agency
 - Current payroll stub with your pre-printed name and address
 - Declaration of residency executed by the parent or legal guardian of a pupil

2. **Residency Verification Affidavit Forms:** Please submit your Annual Residency Verification Affidavit form (page 2) with Proof of Residency documentation via **email to your student's school by May 15, 2021**. The site emails are listed below. If you have students at more than one school, please email the documents to all schools in which your students attend. If you are unable to email your documents, please mail documents to your school site via US mail.
 - Laguna Beach High School – LBHSresidency@lbusd.org
 - Thurston Middle School – TMSresidency@lbusd.org
 - El Morro School – EMSresidency@lbusd.org
 - Top of the World – TOWresidency@lbusd.org

*****Please make sure to put your student's last name, first name in the subject line of your email*****

